



Job description

Job Title:	Skills and Development Coordinator (Project Worker)
Salary:	£10 per hour
Hours:	22.5 hours per week
Responsible to:	Chief Executive Officer

Background information

The Yemeni Community Associations' main thrust is to actively encourage participation of the various members of the community to contribute to social change and thus improve their quality of life. The YCA works with individuals, families and communities to empower them to identify and voice health, social, environmental and economical issues affecting them.

The YCA has secured funding from the Big Lottery Fund - Reaching Communities, to enable disadvantaged communities in Sandwell to create a network of support to access adult learning, skills development and employment opportunities. This role will entail the successful candidate to run a project which will be successful in raising the skills, confidence and aspirations of local adults (in particular Arabic speaking adults) with the aim of reducing isolation from wider society to enable them to take more control of their lives.

We are looking to recruit a Skills & Development Coordinator who can work on their own initiative and assist the YCA to fulfil its obligation in meeting the outcomes and outputs as stipulated in the Big Lottery Fund – Reaching Communities.

Job Summary:

The YCA has secured funding from the Big Lottery Fund-Reaching Communities to enable disadvantaged communities in Sandwell to create a network of support to access adult learning, skills development and employment opportunities. This role will entail the successful candidate to run a project which will be successful in raising the skills, confidence and aspirations of local adults (in particular Arabic speaking adults) with the aim of reducing isolation from the wider society to enable them to take more control of their lives.

Therefore the successful candidate will be required to work on their own initiative and assist the YCA to fulfil its obligation in meeting the outcomes and outputs as stipulated in the Big Lottery Fund- Reaching Communities.

Main Duties and Responsibilities

1. To establish a project steering group consisting of suitable members, who will support and advice the Skills and Development Coordinator to deliver the project
2. To hold monthly meetings with project steering group which will include compiling an Agenda, sending calling notices and writing minutes of meeting.
3. To compile annual work plan in conjunction with the steering group and the YCA management team.
4. To identify and deliver a suitable marketing informing the wider community of the project.
5. To recruit project beneficiaries to the project.
6. To compile and ensure project beneficiaries regularly complete journals to establish a baseline, agree action plan and tracking journey of beneficiaries whilst on the project.
7. To establish weekly informal and formal English Speaking & Listening classes.
8. To support adults to access a range of adult learning, skills development and employment opportunities.
9. To network and recruit local businesses who will offer volunteering opportunities for project beneficiaries.
10. To identify and deliver various bilingual (Arabic & English) in house accredited and non-accredited courses per annum.
11. To deliver and recruit to confidence building workshops
12. To deliver and recruit to job club workshops
13. To deliver celebration/good practice sharing events aimed at project beneficiaries, stakeholders and delivery partners.

14. To support the project steering group to eventually develop the skills and confidence to become a formal group.
15. To work closely and effectively with other departments of the YCA in order to provide efficient and seamless service.
16. To be willing to undertake training as deemed necessary to fulfil the role.

Other duties include:

1. Provide appropriate cover in absence of other members of the YCA team
2. To demonstrate a commitment and understanding to the organisation, vulnerable adults, child protection, confidentiality and equal opportunities policies.
3. To carry out all duties in line with the YCA's policies and procedures
4. At all times undertake work in a safe manner, as not to endanger self or others
5. To undertake such other duties as may be required to achieve the YCA's objectives and workload
e.g.
 - i. Handle telephone calls
 - ii. Take room hire/ conference bookings
 - iii. Carry out general administration duties
 - iv. Customer Services
 - v. Prepare/tidy up training rooms.